

2007–2009 Program Application

for Funding Under the Adult Education and Family Literacy Act

Competitive funding available by type of program:

\$2,169,238	Adult Basic Education/English for Speakers of Other Languages
\$241,026	Corrections Education and Education for Other Institutionalized Individuals
\$295,423	English Language/Civics Education

Application Timeline

April 2007	Request for proposal process initiated.
May 2007	Applications due. Send five (5) unbound copies to: Marty Kelly Coordinator, Adult Education Utah State Office of Education 250 East 500 South P.O. Box 144200 Salt Lake City, UT 84114-4200. Submissions must be received no later than 5:00 p.m. on May 31, 2007.
June 2007	Application reviewed competitively as to respective merit.
July 2006	Award notice or application status provided to all applicants.

Part 1. Application Support Information

Cover Sheet	1
Program Assurances.....	2
Debarment.....	5

Part 2. Budget Information

Projected Funding	7
Budget Summary Explanation	8

Part 3. Project Narrative

Abstract	9
Measurable Goals	10
Measurable Goals Narrative	11
Serving Those Most in Need.....	12
Qualifications of Staff	13
Demonstration of Need	14
Past Effectiveness.....	15
Intensity and Duration of Services.....	16
Effective Educational Practices.....	17
Real-Life Context	18
Coordination/Collaboration	19
Use of Technology	20
Flexible Services	21
Special Rules/Workplace Literacy	22
Specials Rules/Family Literacy.....	23

COVER SHEET

2007–2009**1. Name and Address of Applicant Organization**

Name:

Street Address:

City:

State:

Utah

County:

Zip Code:

84

2. Date of Application**3. Project Starting Date****4. Project Completion Date**

June 30, 2009

5. Federal Identification Number of Applicant**6. Project Director**

Name:

Title:

()

()

Signature:

Telephone:

Fax:

7. Type of Application

A separate application is required for each type of program for which funding is sought.

- ☐ Adult Basic Education/English for Speakers of Other Languages
- ☐ Corrections Education and Education for Other Institutionalized Individuals
- ☐ English Language/Civics Education

8. Federal Funding Requested

\$

9. Federal Catalog Number (CFDA)

84.002A

PROGRAM ASSURANCES

INSTRUCTIONS: This section is to be completed by the chief administrative officer of the applicant organization. Applications lacking the name and signature of the appropriate official will be considered incomplete and removed from competition.

The applicant hereby certifies to the state superintendent of public instruction that:

- A. Any funds received under this grant will not be used to supplant nonfederal funds normally provided for services of the same type and that the applicant will make provisions for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for federal funds.
- B. The program will be operated in compliance with all federal rules/regulations and state guidelines, and the applicant will maintain effective control over, and accountability for, all grant funds, property, and other assets. Grantees shall adequately safeguard all property and shall assure that it is used solely for authorized purposes.
- C. The grantee will submit annually the results of a program compliance audit conducted by an independent source for data collected during the fiscal year July 1 through June 30.
- D. The grantee will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, budget, or operation of an approved project.
- E. The filing of this application has been authorized by the governing body of the applicant.
- F. The program will comply with all civil rights regulations prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, national origin, sex, and disability.
- G. The grantee assures that no person, on the basis of age, provided the person is 16 years of age or older, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity which receives or benefits from Adult Education and Family Literacy Act financial assistance.
- H. The grantee will give the grantor agency or the U. S. Comptroller General, through any authorized representative, access to all records or documents related to the grant, including the submission of reports as may be required.
- I. The grantee will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.
- J. The grantee assures that funds will only be expended on eligible activities outlined in the Adult Education and Family Literacy Act.
- K. The grantee assures that funds will be used only for financial obligations incurred during the grant period.
- L. The grantee will provide state and/or local matching expenditures equal to or greater than the aggregate amount expended during the preceding fiscal year. If this is a first-time project, state and/or local matching will be a minimum of twenty-five percent (25%) of the federal funding per year.
- M. The grantee will provide for cooperation with community action programs, work experience programs, Americorp, work-study, and other programs relating to the antipovertry effort.

- N. The grantee will provide for cooperation with manpower development and training programs, including programs under the Utah Department of Workforce Services, the Utah State Office of Rehabilitation, or the Utah System of Higher Education.
- O. The grantee will provide for coordination with state and local agencies' reading improvement programs designed to provide reading instruction for adults.
- P. The grantee will assure that no expenditure of program funds will be made for any activity or service related to sectarian instruction or religious worship.
- Q. The grantee will prepare reports containing such information as the State Superintendent of Public Instruction may reasonably require to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.
- R. The grantee assures that the program will:
 - (1) Utilize qualified administrative personnel and instructional staff.
 - (2) Provide guidance and counseling services.
 - (3) Develop effective recruitment and retention strategies.
 - (4) Provide adequate facilities, equipment, and materials.
 - (5) Provide services at a reasonable cost/benefit.
- S. The grantee assures that resources will be available, and a process established, to develop a Student Education Occupation Plan (SEOP) for each student.
- T. The grantee assures that the Utah State Board of Education's requirements for demonstrated competencies of speaking, listening, reading, writing, computation (arithmetic), skills in democratic governance, skills as a consumer, problem solving skills, and career/occupational skills development will be top priorities of the program.
- U. The grantee assures that community representatives, including residents, will be involved in program development and will continue to be involved in carrying out this program. One way to do this is through a Literacy and Adult Education Advisory Committee with written minutes of action taken on program agenda items.
- V. The grantee assures that the state-required program data will be collected and entered in the state-developed management information system (UTopia—Utah online performance information for adult education).
- W. The grantee assures that requests for reimbursement will be submitted at least quarterly to the Utah State Office of Education.
- X. The grantee assures that the state-approved syllabus for English Language/Civics Education will be used throughout the duration of the grant period (EL/Civics only).
- Y. The grantee assures that all fees and tuition collected from adult education students are used to provide additional adult education and literacy services that it would otherwise be unable to provide.
- Z. Program income from tuition and fees must be reported to the Utah State Office of Education School Finance and Statistics division separately from K–12 and community education, and:
 - (1) Accounted for in program records.
 - (2) Used only for costs allowable under AEFLA.

PART 1: APPLICATION SUPPORT INFORMATION

The applicant certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that he/she will comply with the assurances noted above if this application is approved.

Assurance by Chief Administrative Officer

Name (Type):

Title (Type):

Signature of Chief Administrative Officer:

Date:

Assurance by Project Director

Name (Type):

Title (Type):

Signature of Project Director:

Date:

DEBARMENT INSTRUCTIONS: Please review and sign.

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

THE APPLICANT CERTIFIES THAT IT AND ITS PRINCIPALS:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
- B. Have not, within a three-year period preceding this application, been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph B of this certification.
- D. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default.

The applicant certifies that, to the best of his/her knowledge and belief, the debarment statements noted above are true and accurate, and that he/she fully endorses and supports the submission of this application.

Assurance by Chief Administrative Officer

Name (Type): _____

Title (Type): _____

Signature of Chief Administrative Officer: _____

Date: _____

Assurance by Project Director

Name (Type): _____

Title (Type): _____

Signature of Project Director: _____

Date: _____

PROJECTED FUNDING

1. Federal grant amount requested. (Must match figure on cover sheet.)

\$

2. Other funding intended to be used in the project. It is a state requirement that applications must include at least a 25 percent match from nonfederal funding sources. Note: In-kind program support can be used to fulfill the 25 percent matching requirement. In-kind support should include a brief statement as to how the dollar value was calculated.

- a. Source:

\$

- b. Source:

\$

- c. Source:

\$

- d. In-kind:

\$

Explanation of in-kind support:

Subtotal (Item 2 only)

\$

TOTAL (Items 1 and 2)

\$

BUDGET SUMMARY EXPLANATION

INSTRUCTIONS: In the spaces provided, indicate proposed budget allotments and concise explanations. It is not necessary to use all budget categories. Refer to the application **resource packet** for specific descriptions of budget categories.

Budget Category	Federal Grant Share		Explanation
	Student Services (at least 95%)	Admin. Services (no more than 5%)	
A. Salaries (100)			
B. Employee Benefits (200)			
C. Purchased Professional and Technical Services (300)			
D. Purchased Property Services (400)			
E. Other Purchases (500)			
F. Travel (580)			
G. Supplies and Materials (600)			
H. Other (800)			
I. Total Direct Costs (Lines A through H)			
K. Indirect Costs			
L. Property (700)			
M. TOTAL (Lines I through L)			

ABSTRACT INSTRUCTIONS: Summarize the scope and specific intent of the proposed project. If the proposed project is part of a consortium of eligible providers, identify the responsibilities and respective funding for each.

MEASURABLE GOALS

INSTRUCTIONS: Applicants must project the number and respective outcomes of enrollees they hope to serve through this grant.

2007–09 FEDERAL CORE INDICATORS Negotiated Benchmarks		Utah Benchmark Goals	2005–06 Actual Number of Enrollees With Goal	Projected Number of Enrollees With Goal	Projected Number of Enrollees Who Will Reach Their Goal	Projected Percentage of Enrollees Who Will Reach Their Goal
Grade/SPL*	Description					
(0.0–1.9)	Beginning ABE Literacy (ABE 1)	30%				
(2.0–3.9)	Beginning Basic Education (ABE 2)	33%				
(4.0–5.9)	Low Intermediate Basic Education (ABE 3)	32%				
(6.0–8.9)	High Intermediate Basic Education (ABE 4)	30%				
(9.0–10.9)	Low Adult Secondary (AHSC 1)	21%				
(11.0–12.9)	High Adult Secondary (AHSC 2)	NA				
ABE Total						
(SPL 0–1)	Beginning ESOL Literacy (ESOL 1)	43%				
(SPL 2)	Low Beginning ESOL (ESOL 2)	46%				
(SPL 3)	High Beginning ESOL (ESOL 3)	40%				
(SPL 4)	Low Intermediate ESOL (ESOL 4)	41%				
(SPL 5-6)	High Intermediate ESOL (ESOL 5)	38%				
(SPL 6-7)	Advanced ESOL (ESOL 6)	36%				
ESL Total						
GRAND TOTAL						
CORE GOAL DESCRIPTION		Utah Benchmark Goals	2005–06 Actual Number of Enrollees With Goal	Projected Number of Enrollees With Goal	Projected Number of Enrollees Who Will Reach Their Goal	Projected Percentage of Enrollees Who Will Reach Their Goal
Enrollees who will be placed in post-secondary education and/or training		47%				
Enrollees who will earn a Utah secondary school diploma/GED		29%				
Placement in unsubsidized employment		40%				
Retention in unsubsidized employment		55%				

*Student Performance Levels

MEASURABLE GOALS NARRATIVE

INSTRUCTIONS: Explain how the proposed project will assist students in making progress toward their goals. Also, for applicants who have not been previous providers under AEFLA, address the number of adult students served within your program over the past year and program outcomes.

SERVING THOSE MOST IN NEED

INSTRUCTIONS: Explain the commitment of your organization/agency in collaboration with other organizations/agencies to serve individuals most in need of literacy services, including those with low income; needing basic literacy or English acquisition; housed in correctional facilities; or seeking high school diplomas, GEDs, or employment; etc.

QUALIFICATIONS OF STAFF

INSTRUCTIONS: Indicate the number of ABE/ESOL-trained staff who will participate in this project.

Number

_____	Teacher-certificated employees
_____	ESL-endorsed employees
_____	Counselors
_____	Administrators
_____	Volunteers

■ Describe efforts to recruit and retain qualified staff and volunteers. Attach job descriptions of key personnel.

DEMONSTRATION OF NEED

INSTRUCTIONS: Provide evidence of a need for ABE/ESOL program activities in addition to those already available in the community.

PAST EFFECTIVENESS

INSTRUCTIONS: Describe your organization's/agency's general past effectiveness in improving the literacy skills of adults and families, especially with respect to those adults with the lowest levels of literacy. For organizations/agencies that previously have had an AEFLA grant award, how well were performance measures met or exceeded?

INTENSITY AND DURATION OF SERVICES

INSTRUCTIONS: Indicate your program's service pattern.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Services offered							
Time offered							
Number of sites	<input type="text"/>						

Program Year: Begin date: _____ End date: _____

- Describe how your organization's/agency's program is of sufficient intensity and duration for students to achieve substantial learning gains and uses instructional practices such as phonemic awareness, system phonics, fluency and reading comprehension which research has proven to be effective in teaching individuals to read.

EFFECTIVE EDUCATIONAL PRACTICES

INSTRUCTIONS: Provide evidence that the adult educational practices selected for your program are based on a solid foundation of research and best practices.

REAL-LIFE CONTEXT

INSTRUCTIONS: Describe how your program provides learning activities in real-life contexts to ensure that students develop the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.

COORDINATION/COLLABORATION

INSTRUCTIONS: Describe how proposed learning activities will be coordinated with One-Stop Centers, job training programs, social service agencies, district elementary and secondary schools, district adult education programs, EvenStart, community-based or volunteer programs, post-secondary educational institutions, private sector partnerships, and other available resources in the community to augment services. As evidence, attach any memoranda of understanding or letters of agreement.

USE OF TECHNOLOGY

INSTRUCTIONS: Describe how your organization's/agency's activities effectively employ advances in technology, including the use of computers.

FLEXIBLE SERVICES

INSTRUCTIONS: Describe how your organization's activities/offerings provide flexible support services from the community that are necessary to enable individuals to attend and complete programs. These support services may include child care, transportation, home study support, accommodations for special needs students, the Department of Workforce Services, vocational rehabilitation, etc.

SPECIAL RULES

INSTRUCTIONS: An organization/agency applying for AEFLA funding for Workplace Literacy must also provide “Special Rules” information here. Answer each component with one word-processed page per requested component.

- ☐ Applicant is not seeking funding for a Workplace Literacy program.
- ☐ Applicant is seeking funding for a Workplace Literacy program and has attached additional information.

■ WORKPLACE LITERACY (WL)

Component 1. Program Services. Describe how this program would be offered if there were no supplemental funding provided. Incorporate into your response answers to the following questions:

1. Where would the program be offered?
2. Who would provide the instruction?
3. What curriculum and other resources would be used?
4. From what source(s) are funds available to support the ongoing program services?
5. What are the contributions of the employer in terms of funds or in-kind support?

Component 2. Use of AEFLA Funds. Describe how your agency will use any supplemental funds received from this grant.

SPECIAL RULES

INSTRUCTIONS: An organization/agency applying for AEFLA funding for a Family Literacy program must also provide "Special Rules" information here. Answer each component with one word-processed page per requested component.

- ☐ Applicant is not seeking funding for a Family Literacy program.
- ☐ Applicant is seeking funding for a Family Literacy program and has attached additional information.

■ FAMILY LITERACY (FL)

Family Literacy cooperative arrangements can include programs such as Healthy Start, EvenStart, Head Start, or others. Eligible activities or use of AEFLA funding in Family Literacy is appropriate for adults. Activities for children under age 16 are to be provided by a cooperative source.

Component 1. Program Leadership Services. Describe how this organization/agency will provide interactive literacy between parents and their children, either by your agency or through collaborative arrangement. How will program effectiveness be evaluated?

Component 2. Program Teacher Training for Parents. Describe how training will be developed and how training for parents will be provided. These services can be offered by your program or through a collaborative arrangement.

Component 3. Program Literacy Training for Parents. Describe how parent literacy training will be developed. These services can be offered by your program or through a collaborative arrangement.

Component 4. Program Age-Appropriate Training. Describe the developmental or age-appropriate education offered for children and families in this program.